



# DCR BULLETIN

San Francisco Department of Public Health  
Mental Health Services Act (MHSA)



## DECEMBER 2011

### **CALENDAR ITEMS: meetings, training, events**

#### **Monthly DCR Meeting**

**DATE:** Friday, January 13, 2012  
**TIME:** 1:00 – 2:30 p.m.  
**LOCATION:** 1380 Howard Street, 4th floor MAIN conference room (Rm. 424)  
**CONTACT:** Ann Santos/Diane Prentiss

#### **Monthly ICM-SOC Meeting**

**DATE:** Tuesday, January 24, 2012  
**TIME:** 2:00 – 3:30 p.m.  
**LOCATION:** 1380 Howard Street, 4<sup>th</sup> Floor Main Conference Room (Rm. 424)  
**CONTACT:** Sidney Lam, 415-255-3730, sidney.lam@sfdph.org

#### **DCR Training for SF FIRST ONLY:**

**DATE:** Friday, January 20, 2012  
**TIME:** 2:00 – 3:30 p.m.  
**LOCATION:** 1380 Howard Street, 1st Floor Computer Training Room  
**CONTACT:** Ann Santos, 415-255-3546, ann.santos@sfdph.org

### **Everything you ever needed to know about the “PAF”, Part III**

The MHSA Housing box, under the Residential domain, should be checked for all of the following:

1. Any TAY setting
2. MHSA funded temporary unit
3. MHSA funded “permanent” apartment housing (e.g. 990 Polk)
4. MHSA Emergency Stabilization Unit

Quick reference for Residential Coding (please see attachment for more information):

DESCRIPTION	DCR RESIDENTIAL	MHSA HOUSING Box must be checked off
MHSA emergency stabilization	Temporary/ Emergency	YES
Temp housing w/ FSP Flex Funds	Temporary/ Emergency	YES
Temp housing: client paid	Temporary/ Emergency	NO
SRO more than 30 days: Client paid	SRO with a lease	NO
Ritz, Dalt, Cambridge Hotels	SRO with a lease	YES
990 Polk	Apartment Living	YES
Other leased/ rented apartment	Apartment Living	NO

#### **WHO DO I CONTACT?**

**Primary DCR Support:** Ann Santos, 415-255-3546, Ann.santos@sfdph.org

**Backup DCR Support:** Steve Solnit, 415-255-3922, steve.solnit@sfdph.org

**MHSA Evaluation Questions:** Diane Prentiss, 415-255-3696, diane.prentiss@sfdph.org

**DMH ITWS, Login & Password Support:** 916-654-3117



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### **Everything you ever needed to know about the “PAF”, Part III**

*De-coding PAF lingo....*

#### **Residential Coding Guidelines**

*Residential Setting Options for MHSA Clients EXCEL Sheet (see updated attachment)*

-Gives information regarding:

- 1) Description of residence as SRO, apartment, shared housing
- 2) Whether or not site is a MHSA Stabilization Unit
- 3) Correct code for the type of DCR Residential Setting

#### **Important things to remember when filling out the PAF:**

##### **A. Current Employment: indicate the partner's employment status....**

-If the partner is currently unemployed, please put a check in the box entitled “the partner is not employed at this time” and all questions regarding CURRENT employment can be left blank

##### **B. Legal Issues/ Designations: Number of children the partner has who are CURRENTLY:**

- 1) *Placed on W & I Code 300 Status (Dependent of the court)*  
—> a ZERO must be entered when not applicable to the partner
- 2) *Placed in Foster Care*  
—> a ZERO must be entered when not applicable to the partner
- 3) *Legally Reunified with partner:*  
—> a ZERO must be entered when not applicable to the partner
- 4) *Adopted Out:*  
—> a ZERO must be entered when not applicable to the partner

##### **C. What should I do?**

*A client has been staying in a pay-by week hotel and has been there for three months now, should the client be categorized in “temporary housing” rather than an SRO?*

This person should be categorized as being in temporary housing for the FIRST 30days, then would be converted to Permanent Housing after 30days (requiring a new KET) due to the tenants rights law.

***Please be sure to LOG-IN to the DCR at least once a week to check for any:  
Pending PAFs that need to be completed  
30 Day Key Event Notification (s) reminders  
Quarterly Assessments that are coming due!***

***Contact Ann if you have questions or an idea for a DCR Bulletin item! Thanks!***

***Please be sure to LOG-IN to the DCR at least once a week  
to check for any Quarterly Reports coming due!***